

# **Industrial Hemp Research Pilot Program SharePoint Guidance**

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October 2, 2018



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## Program Background

The Wisconsin Department of Agriculture, Trade and Consumer Protection's industrial hemp research pilot program requires both growers and processors to obtain one-time licenses, and register each year that they intend to plant/process industrial hemp. Growers and processors must also pass background checks and pay fees to participate in the program. The emergency administrative rule, ATCP 22, became effective March 2, 2018. It sets up the program requirements.

This is a research pilot program permitted under terms of the 2014 federal farm bill. As participants in the research program, growers and processors will be required to report their research plans along with their annual registrations, and to file research reports for each growing season.

## SharePoint Site Summary

In 2018, the Industrial Hemp Research Pilot program launched a pilot of a SharePoint site for the submission of growing reports. The site is managed by the Industrial Hemp Research Pilot Program staff and allows users outside of the Department of Agriculture, Trade and Consumer Protection (DATCP) to submit materials directly to the program site. Access and permissions are managed by the Industrial Hemp Research Pilot Program using the Wisconsin Logon Management System or WILMS.

The Industrial Hemp Research Pilot SharePoint site includes Planting Report forms, Final Report forms, a document library, and an announcement board.

Industrial Hemp Research Pilot participants will still have the option to forms on paper rather than on-line.

## WILMS (Wisconsin Logon Management System) Access

The Wisconsin Logon Management system allows authorized users to access specified areas of the restricted computer system. In other words, users can access their own reports and information but not information from other participants.

### Extranet (SharePoint) Access – Creating a WILMS Account

These procedures will walk you through creating an account for a WILMS ID in order to access DATCP’s Extranet SharePoint Site. If you already have a WILMS account, please use the Help menu on the Wisconsin Logon Management System.

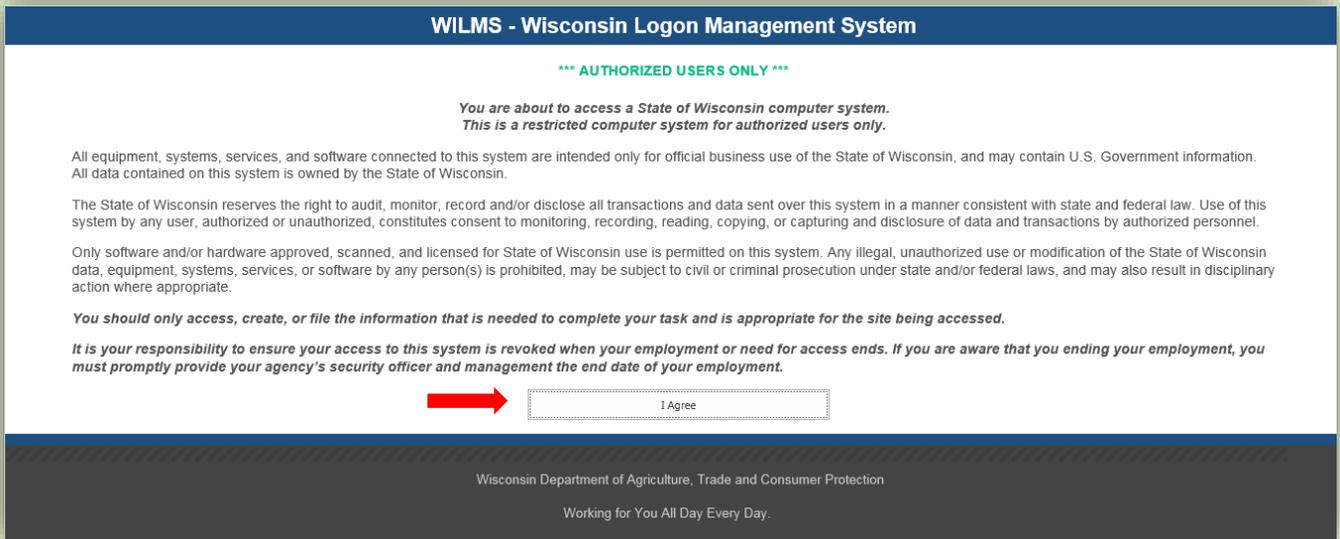
Use the following instructions listed to create a WILMS Account:

#### Step 1: Navigating to the Correct Page

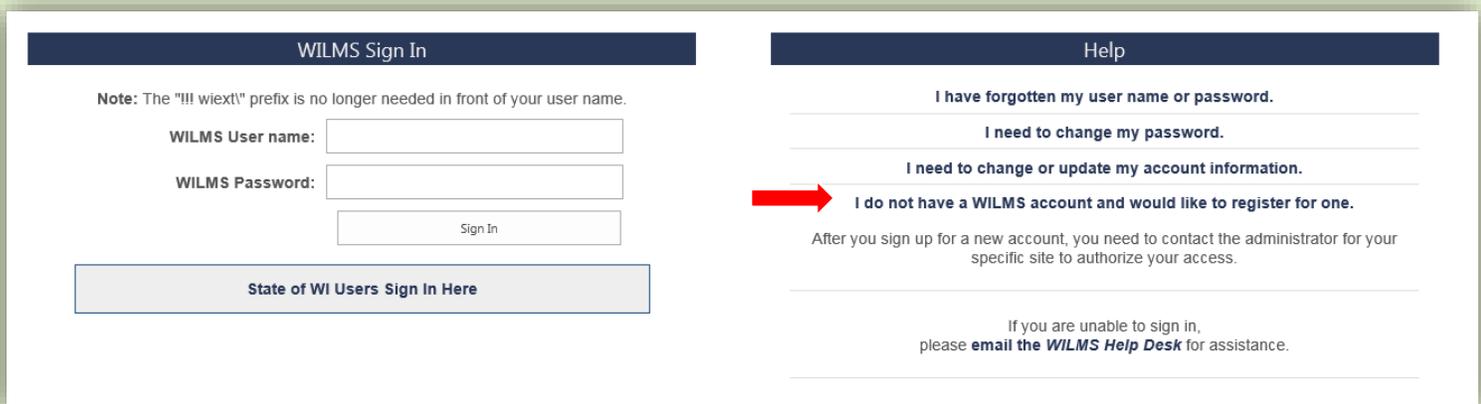
Using your web browser, navigate to the site:

<https://datcpnet.wi.gov/darm/bpi/IndHemp/HempReports/>

You will be prompted to the screen below. Select “I Agree”



The following page will appear. Select “I do not have a WILMS account and would like to register for one.”



*Step 2: Self-Registration*

A self-registration page will appear on your screen. Select **“Accept”**

**Self Registration**

Welcome to the DOA/Wisconsin Logon self registration process. Self Registration allows you to securely conduct business with the Department of Workforce Development over the Internet.

**Requesting a DOA/Wisconsin Logon and Password**

You will submit your contact information. Once authorized you will see a confirmation.

**Starting the Self Registration Process**

To begin, you must read the User Acceptance Agreement below and click Accept at the bottom or Decline.

**User Acceptance Agreement**

DOA/WISCONSIN LOGON MANAGEMENT SYSTEM  
USER ACCEPTANCE AGREEMENT

INTRODUCTION

[Printer Friendly Version](#)

Now, fill out all mandatory information on the Account Creation Page. For the **“Systems You Will Access”** portion, select SharePoint. See Below:

**Account Creation**

\* Indicates Required Field

**Profile Information**

First Name  \*

Middle Initial

Last Name  \*

Suffix

E-Mail  \*

Phone  Use this format 6085551234  ext.

Mailing Address

Street Address

City

State/Province

Zip Code  -

**Systems You Will Access**

Use your mouse to highlight the system that you want to access.

Systems  \*

SharePoint  
WEDSS  
DHS - Volunteer Health Care Program (VHCP)  
DHS Health Reports

**Account Information**

Your Logon ID must be between 5-20 characters and **CAN** be a combination of numbers and letters. Your Logon ID must not contain spaces or special characters.

Logon ID  \*

Your Password must be 7-20 characters long and **MUST** contain a combination of numbers and letters.

**Systems You Will Access**

Use your mouse to highlight the system that you want to access.

Systems  \*

OLAS Applicant (Department of Safety and Prof)  
OLAS School (Department of Safety and Prof)  
SharePoint  
WEDSS

Note: Your Logon ID must be between 5-20 characters and CAN be a combination of letters and numbers. The Logon ID must not contain spaces or special characters.

Your Password must be 7-20 characters long and MUST contain a combination of letters and either numbers or special characters (except the @ ? / signs). Passwords are case sensitive. Your Password cannot contain the Logon ID.

Users are encouraged to maintain a hard copy of both logon information as well as the Secret Question submitted to the system for password recovery in the future.

*Step 3: Access Request*

WILMS will send a confirmation email with a link. DO NOT USE THIS LINK – it is generated by WILMS and doesn't access the Industrial Hemp Research Pilot site.

After receiving the WILMS confirmation, users will request permission to access the Industrial Hemp Research Pilot SharePoint site. To do this, open your web browser and type or copy this link into your browser: <https://datcpnet.wi.gov/darm/bpi/IndHemp/HempReports/>

You will be prompted to the following screen. In the text box, briefly describe who you are and why you need access to the Industrial Hemp Research Pilot site.

Then click "Send"

Let us know why you need access to this site.

I am a grower in the program and will submit my records here. Thank you!

Send

The DATCP administrator (Industrial Hemp Research Pilot Program Specialist) will be notified of your request and grant you permission to the Industrial Hemp Research Pilot SharePoint site. You will receive an email when you gain access to view the Industrial Hemp Research Pilot site.

If you have any difficulty with this process, please contact the Industrial Hemp Research Pilot program specialist, 608-224-4500 or [DATCPIndustrialHemp@wisconsin.gov](mailto:DATCPIndustrialHemp@wisconsin.gov).

## Site Specifics

### Final Report Forms

Final Report Forms can be accessed in three places:

- Buttons in the right column, beneath the Industrial Hemp photo.

A green rounded rectangular button with the text "Submit a 2018 Final Report" in blue font.

- Hyperlinked beneath Forms in the right column.
- By clicking on the Form name in the left navigation pane (under Reports), then New Item in the library that opens.

All forms are fillable forms and follow the same format as the paper forms. These forms submit directly to a SharePoint list, eliminating the need for the Industrial Hemp Research Pilot program specialist to re-enter the submitted information into a spreadsheet or database.

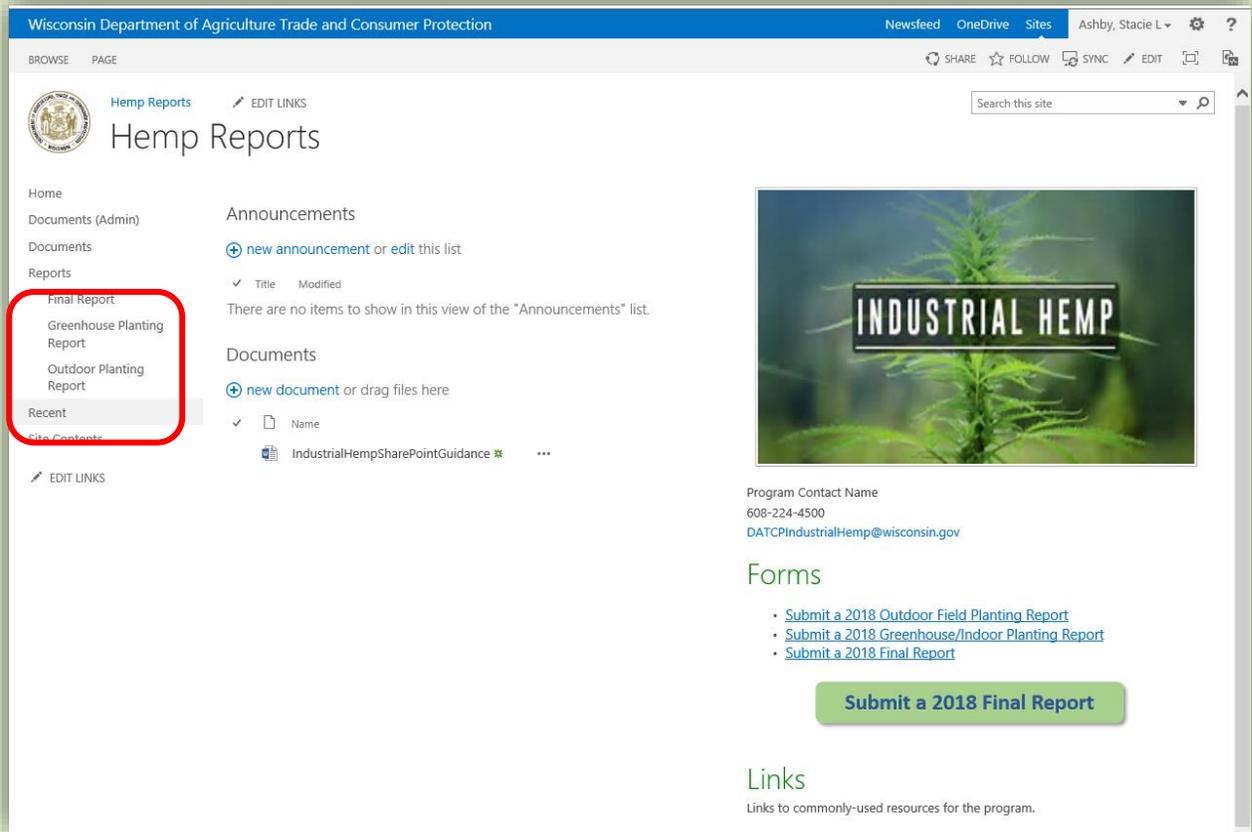
Note:

- Required fields are indicated with a red asterisk \* in the corner of the field. All required fields must be completed in order to save the form.
- Fields that are self-calculating appear in green on the form.

#### Saving/Editing

Applications can be saved before fully completed. To access and edit, click on the correct application title in the left navigation (under the DATCP logo). Find the application and click on the ellipses (...) to the right of the name/title. Click edit item. Complete/edit and click submit.

Step 1: Access Saved Form from Reports list



Step 2: Open Saved Form

Click on correct Name/Title. This is the user's Name/Title from the original application.

